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| **IGDIR UNIVERSITY****WORK FLOW CHART** |
| **Division:** Faculty of Science and Letters **Form No:** 13.10.2020 Rev 18 **Activity/Process:** Request for a Resit Exam **Number of Pages :2** |
| **1. PROCESS INPUT**

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| * Petition
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| * Medical Board Report (if because of illness)
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| * Death report (if because of the death of a relative)
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 | **2. PROCESS OUTPUT**Registration of student’s course grade in the student information (OBS) system  |
| **3. RELATED ARTICLES** Article 22 of Igdir University Regulations on Pre-Graduate and Undergraduate Training and Education  |
| **4. DOCUMENTS USED**

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| * Petition
 |
| * Medical Board Report (if because of illness)
 |
| * Death report (if because of the death of a relative)
 |

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| **5. RESOURCES USED*** Computer
* Printer
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|  **PREPARED BY** | **CONTROLLED BY** |  **APPROVED BY** |
|  Student Affairs Official |  Faculty Secretary |  Dean |



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|  | **IGDIR UNIVERSITY****FACULTY OF SCIENCE AND LETTERS** **OFFICE OF DEAN**  ***PROCESS OF PREPARING A RESIT EXAM- WORK FLOW CHART***  |
| **WORK FLOW** | **ACCOUNTABLE** |
|  Student submits his/her petition together with the related documents to the Office of Dean.The documents are registered in the document management system (EBYS) It is discussed by the Faculty Administrative CouncilIs it appropriate?The student is informed via an official documentStudent Affairs Branch and the lecturer are informed of the decision of the Faculty Administrative Council via a cover letter.   Öğrenci dilekçesini ekleri ile birlikte  Dekanlığa sunarEvrak EBYS’ye kaydedilirYK Toplantısındagörüşülür H Uygun mu?  Öğrenciye yazı ile Bildirilir. YK Kararı hazırlanarak ÖİDB’na ve dersi verenÖğretim üyesine üst yazı ile bildirlir |  Student  Official Documentation Office   Faculty Admins. Council  Student Affairs  |
|  **PREPARED BY** | **CONTROLLED BY** |  **APPROVED BY** |
|  Student Affairs Official |  Faculty Secretary |  Dean |
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